

Help Guide for the City of Rockford Rental Registry Program

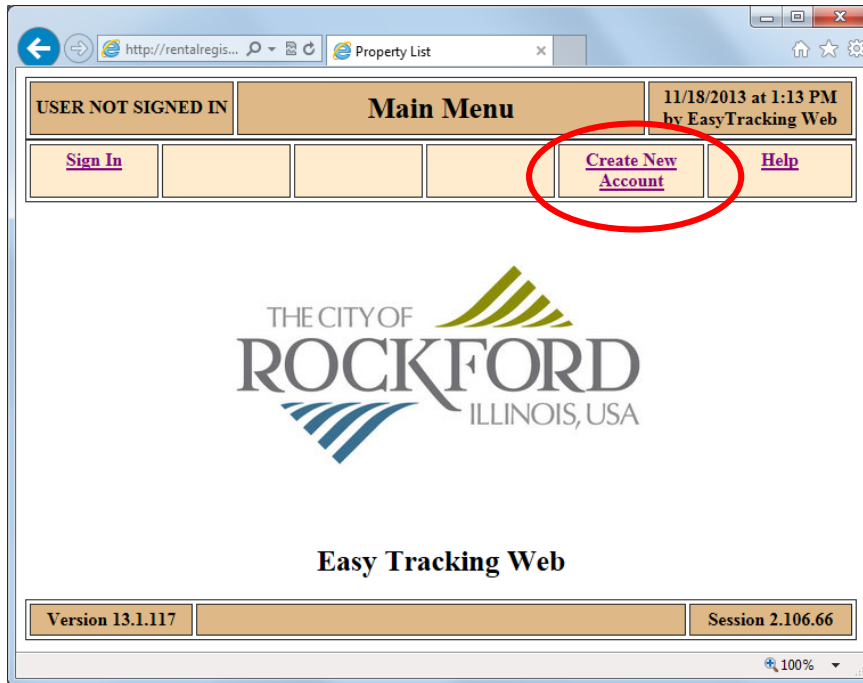


<http://rentalregistry.rockfordil.gov>

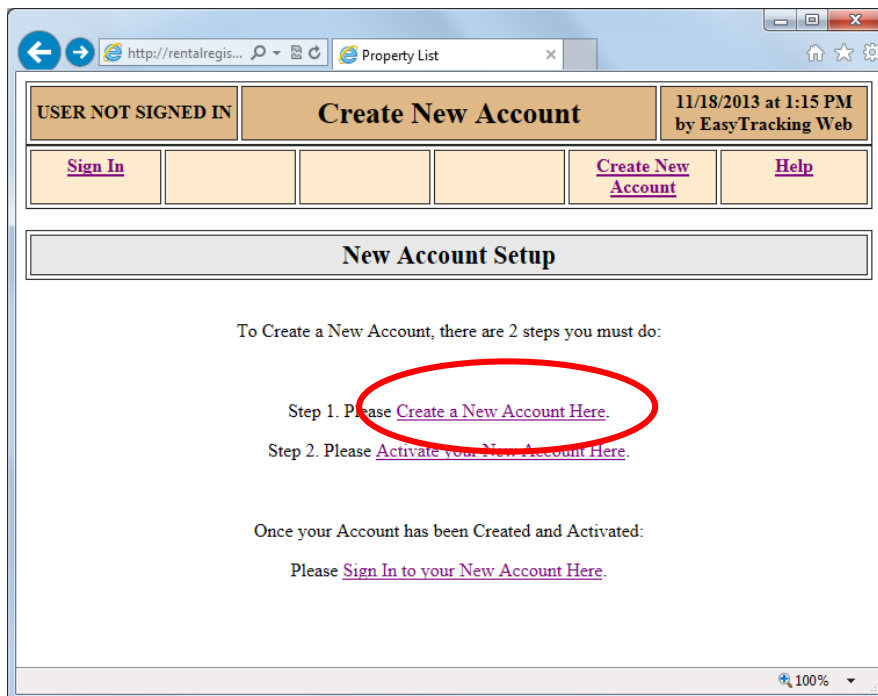
**If you don't have access to a computer through family or friends you can visit
the**

City of Rockford Public Library for assistance

- 1) Go to <http://rentalregistry.rockfordil.gov>
- 2) Select **"Create New Account"** from the home page.



- 3) Select **"Create a New Account Here"**.



- 4) Enter the information on the form and select the “**Create My New Account**” Button.

The screenshot shows a web browser window with the URL <http://rentalregist...> and a tab titled 'Property List'. The page header includes 'USER NOT SIGNED IN', 'Create New Account', and a timestamp '11/18/2013 at 1:16 PM by EasyTracking Web'. Below the header are buttons for 'Sign In', 'Create New Account', and 'Help'. The main section is titled 'Enter Your New Account Information' and contains the following text: 'Welcome to New Account Registration. This is where you create your Admin Account. You will use this Admin Account to enter in all of your Property information for all of your Properties.' The form fields are: 'Account Admin FIRST Name:', 'Account Admin LAST Name:', 'Account Admin EMAIL:', 'Account Admin UserName:', and 'Account Admin Password:'. A 'Create My New Account' button is at the bottom. A note at the bottom states: 'If you have already created an Admin Account, [Sign In to it by clicking here.](#)'

- 5) You'll receive an email similar to this one. Select the activation link to complete the registration process.

Your Activation Code for the City of Rockford's Rental Registry Program

This Email contains your Activation Code for the Rockford Rental Registry Program.

Please click on the following link to Activate your Account.

<http://rentalregistry.rockfordil.gov/VerifyActivationNumber?AcctActivationEmail=name@gmail.com&AcctActivationNumber=3512-12765-6523>

Use the following Username and Password to Sign In to the website and enter your Owner/Property Information:

Your Admin UserName

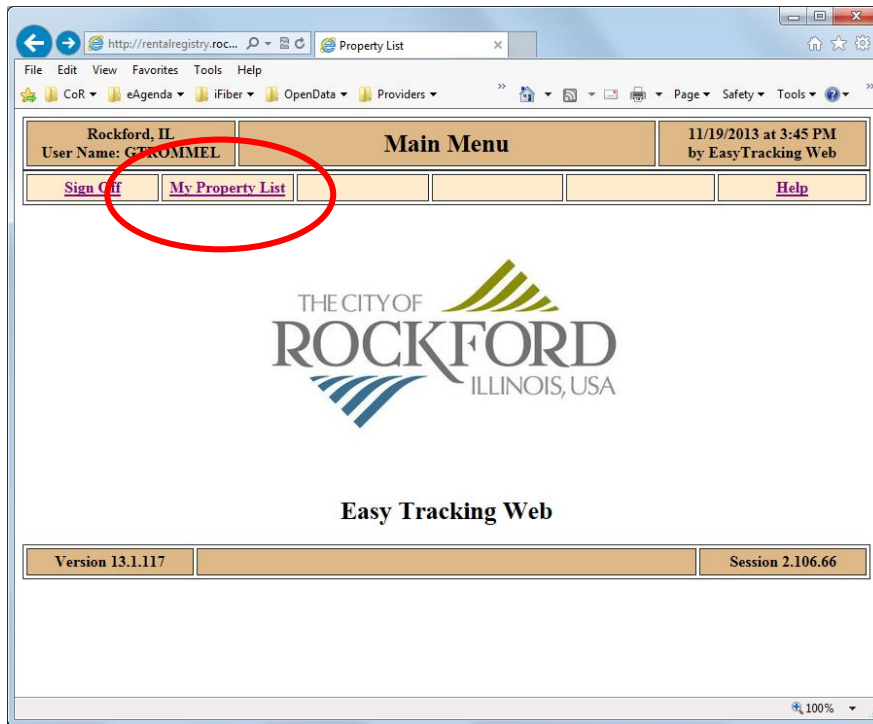
Your Admin Password

Also, keep the following settings for your records:

Your Admin Account Email

Your Admin Account Activation Number

6) After you log in, select **"My Property List"**.



7) Then click the **"Add a New Property"**



Above, you should see a list of all of your Properties.

If you don't see all of your Properties listed above, click ["Add a New Property"](#) above to add a Property to this list.

- 8) Enter only the street number and select the “Look up Addresses that have this Street Number” button.

Rockford, IL
User Name: GTROMMEL

New Property

11/18/2013 at 1:53 PM
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

Enter the Street Number

Welcome to Adding a New Property. The first step is locating your Property's Address from the City's List of Addresses.

Please enter the Street NUMBER to Search for your Property's Address.

Example: If your Property is on 1234 Main Street, simply type in: 1234

(Exact) Street NUMBER

[Look up Addresses that have this Street Number](#)

If you already have entered your Property and want to Edit/View it, [Go to that Property by clicking here.](#)

- 9) Select the property that's yours by selecting “Select This Address”.

Rockford, IL
User Name: GTROMMEL

New Property

11/19/2013 at 3:57 PM
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

Select Your Property from the Addresses listed

Street Number	Prefix	Address	Select This Address	Property ID Number	City State Zip	Report Error
123	S	3RD ST	Select This Address	11-26-131-002	ROCKFORD IL 61104	Report Error
123		ALBERT AVE	Select This Address	11-21-277-002	ROCKFORD IL 61101	Report Error
123		ALDER AVE	Select This Address	12-29-205-026	ROCKFORD IL 61107	Report Error
123	N	ALPINE RD	Select This Address	12-29-204-002	ROCKFORD IL 61107	Report Error
123		ATWOOD AVE	Select This Address	11-19-228-021	ROCKFORD IL 61102	Report Error
123	N	AVON ST	Select This Address		ROCKFORD IL 61101	Report Error
123		BROADWAY	Select This Address	11-34-229-009	ROCKFORD IL 61104	Report Error

10) Select the **"Property Type"** from the dropdown list and enter the number of units at this property.

Rockford, IL
User Name: GTROMMEL

New Property 11/19/2013 at 3:59 PM by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

Add This New Property Information

Street Address : 123 S 3RD ST City : ROCKFORD State : IL Zip : 61104 ID # : 11-26-131-002

For this Property you selected, please enter 2 things:

1. The Property's "Type" (Apartment, Single-Family, etc.)
2. The Property's Number of Units (Estimate if you aren't sure)

Property Type : # Units :

[Save This Property Information](#)

If this is NOT the Property you wanted to select, [Go Back and Search Again](#)

11) Select **"Click Here to Add Required Contacts"**.

Rockford, IL
User Name: GTROMMEL

My Property List 11/19/2013 at 4:02 PM by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

Add A New Property

Property Address	Number of Contacts at this Property	Property ID #	City, State, Zip	# of Units	Remove Property
123 S 3RD ST	0 Total Required Contacts 0 Owners 0 Property Managers 0 Agents for Service Click Here to Add Required Contacts	11-26-131-002	ROCKFORD, IL 61104	4 Edit # Units	Remove This Property

Above, you should see a list of all of your Properties.

If you don't see all of your Properties listed above, click ["Add a New Property"](#) above to add a Property to this list.

12) Select **"Click Here to Add an Owner"**.

Rockford, IL
User Name: GTROMMEL

Contact Summary

11/19/2013 at 4:03 PM
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

123 S 3RD ST

Title of Contact	Number of Contacts at this Property	Contact Names for this Title In Alphabetic Order
Owner	0 Owners Warning! This Property does NOT have its Required Owner Contact. Click Here to Add an Owner (Required)	View/Edit/Remove All Contacts This Property
Property Manager	0 Property Managers Warning! This Property does NOT have its Required Property Manager Contact.	View/Edit/Remove All Contacts This Property

13) Enter the appropriate information in the form and select **"Add this Contact to this Property"**.

If the "Property Manager" and "Agent for Service" are the same as the owner, select the appropriate check-boxes. If they are different, leave the check-boxes blank. Then go back to the property and add those separately.

Rockford, IL
User Name: GTROMMEL

New Contact

11/19/2013 at 4:07 PM
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

123 S 3RD ST

Add A New Owner

If you want to Copy a previously-entered Contact (as Owner):
[Click Here to see a List of All Contacts to choose from.](#)

If you do NOT want to Add this New Contact, [Go Back to Contact Summary](#)

Title of this Contact :	Owner First Name :	Owner Last Name :	(Optional) Company/Trust Name (if this Owner is a Company/Trust):
Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Is this Owner also the "Property Manager"
(Place Check Mark if YES):

☐ Is this Owner also the "Agent for Service"
(Place Check Mark if YES):